

## Arizona's Instrument to Measure Standards AIMS A Test Security Agreement 2009

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I acknowledge that AIMS A is a secure test, and I agree to the following conditions of use to ensure the security of the test:

1. I will take necessary precautions to safeguard test materials.
  - a. Limit access to persons with a responsible, professional interest in the test's security.
  - b. Names of all persons having access to the materials will be kept on file by the special education director.
  - c. All persons having access to the AIMS A test materials (other than students to whom the test is administered) will sign the test security agreement.
    - i. Building administrators will maintain signed agreements of building staff.
    - ii. Special Education Directors will maintain signed agreements of building administrators.
2. I will keep all test materials secure, limiting access to Test Administrators.
  - a. Test materials will be kept secure until they are actually distributed to students.
  - b. In no case will students be permitted to remove test materials from the room where testing takes place except under supervision of staff.
3. I will not examine the AIMS A to determine the content beyond the requirements to administer the test.
  - a. No content of the test will be disclosed or allowed to be disclosed.
  - b. No test item will be discussed at any time.
4. After completing the test administration, I will store all testing materials, including student data sheets, in a secure area.
5. I will not use any test materials for instruction before or after test administration.
6. I understand the district superintendent or charter operator will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff.

Individuals that will be administering the AIMS A for 2009 must also:

- participate in training activities prior to administering the AIMS A;
- review *AIMS A Test Administration Directions* for 2009 prior to test date;
- follow *AIMS A Test Administration Directions*; and
- secure all AIMS A test materials upon completion of testing, including all student data sheets.

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**By signing my name to this document, I am assuring my district/charter and the Arizona Department of Education that I will abide by the above conditions and that anyone I supervise who will have access to the 2009 AIMS A test will also sign a Test Security Agreement.**

**Signed By:** \_\_\_\_\_  
**Printed Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**School:** \_\_\_\_\_

**Please return signed copy to your Special Education Director.**  
All copies will be maintained by administrators for six years.